



FAMILY ENGAGEMENT EVENTS



Basic Planning Schedule for Your Family Engagement Event

- **One month before your family engagement event:**
 - ⇒ Choose a topic, theme and/or activity that fits program and family needs.
 - ⇒ Pick a date and time that works for you and your families.
 - ⇒ Reserve a room or outdoor space if the event is not taking place at your center.
 - ⇒ Contact people who can assist with the event (coworkers, volunteers, speakers, etc.)

- **Two weeks before your family engagement event:**
 - ⇒ Send out invitations that list the date, time, location, theme and any other important information families may need to know.
 - ⇒ Arrange for transportation and child care for the event if needed.
 - ⇒ List all the supplies you need and begin to gather them.
 - ⇒ Reaffirm the date, time and location with families and the people involved.

- **One week before your family engagement event:**
 - ⇒ Make copies of any documents, activity sheets and/or handouts needed.
 - ⇒ Prepare blank nametags or write people's names on them if you already know who will be attending.
 - ⇒ Organize supplies to save time the day of the event. Go ahead and fill bags or folders with handouts and supplies for families to take home or use at activity stations.

- **Three days before your family engagement event:**
 - ⇒ Send out reminders for the event (email, flyer, etc.)

- **One day before your family engagement event:**
 - ⇒ Make reminder calls if necessary or send emails.
 - ⇒ Check with custodian to arrange for extra chairs and tables if needed.
 - ⇒ Buy or make refreshments for the event.

- **Day of your family engagement event:**
 - ⇒ Ask children to remind their parents/guardians about the event.
 - ⇒ Clean and arrange the room as needed; set up each station and activity.
 - ⇒ Make sure you have all the necessary supplies and materials.
 - ⇒ Prepare the refreshments for the event.
 - ⇒ Ensure that the people helping you have everything they need and know their role in making the event a success.
 - ⇒ Be sure you are at the event before families start arriving. Greet everyone with a smile!

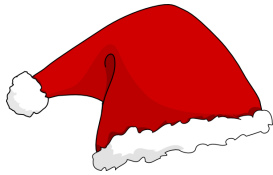


▶ Sample Invitations

Christmas Pajama Party

LET'S CELEBRATE THE HOLIDAYS!

Wear Your Holiday Pajamas



Date: _____

Time: _____

(We will enjoy refreshments, sing songs and watch a favorite holiday movie.)

Please RSVP in the Lobby by _____

Dinner & Show

Date: _____

Time: _____

Snow White & the 7 Dwarfs
Dinner Will Be Served!



Polar Express

*Come in your Pajamas and
watch the movie
“Polar Express”*

Date: _____

Time: _____

Place: _____

*(There will be gifts, pizza, activities and train rides.
Be sure to wear closed-toe shoes with your pajamas.)*

Please RSVP in the Lobby by: _____

Fall Festival Packet



Includes:

- *Itinerary*
- *Games*
- *Contests*
- *Booth Information*



▶ Fall Festival Packet Itinerary



Event: _____

Date: _____

Time: _____

_____	4:00 PM	Welcome all guests (Give a brief introduction and a heads up about the upcoming races, costume contest, etc.)
_____	4:25 PM	Announce "Sack Race" will take place soon.
_____	4:30 PM	"Sack Race"
_____	5:25 PM	Announce "Musical Chairs" will take place soon.
_____	5:30 PM	"Musical Chairs"
_____	6:25 PM	Announce the "Spoon Race" will take place soon.
_____	6:30 PM	"Spoon Race"
_____	6:45 PM	Call on children participating in the "Costume Contest" and have judges choose 1st, 2nd and 3rd place winners. (While "Costume Contest" is being judged, start clean-up of the table games, etc.)
_____	7:00 PM	Thank everyone for coming and remind children to redeem any leftover tickets at the prize table before they leave.

▶ CONTESTS & BOOTHS

CONTESTS (In Order—First to Last)			
<u>CONTEST NAME</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>PRIZE</u>
SACK RACE	Participants will use sacks to race to the finish line.		Winner receives the prize bag and other participants get a goodie bag of candy.
MUSICAL CHAIRS	Children try to find a chair before the song ends.		Winner receives the prize bag and other participants get a goodie bag of candy.
SPOON RACE	Race to the finish line with an egg on a spoon.		Winner receives the prize bag and other participants get a goodie bag of candy.
COSTUME CONTEST	“Best” Costume Wins	Judges Needed	1st, 2nd, 3rd get a prize bag. All other participants get a goodie bag.,
BOOTHS			
BOOTH		VOLUNTEERS	
Food and Refreshments			
Prize Booth			